



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The MS State Department of Health, Substance Use Disorder Program, is seeking to fill one (1) Program Specialist IV position.

Responsibilities for the Program Specialist IV:

- Oversees high-level aspects of the FR-CARA grant project, including the project scope of work and programmatic and fiscal activities for each partner; works with MS Public Health Institute and MSDH to assure all deliverables are met; serves as a liaison between MSDH and any other state agencies to align state resources for opioid overdose prevention, treatment and recovery; conducts partner meetings; develops work plans and timelines; and coordinates quarterly advisory meetings.
- Develops scope of work for the FR-CARA grant project; oversees programmatic staff; assures all reporting deadlines are met; conducts background research and scope discussions for coordination between state agencies; represents MSDH in partner, sponsor and vendor communications, and at meetings and conferences Documents project activities and accomplishments

Salary Range: \$51,693.41 – \$64,616.77

Location: Jackson metro area

Qualifications: Bachelor's degree and 4-7 years of experience.

Senior-level Program Management and Support professional position accountable for directing, analyzing, and supervising the processes and activities of programs having statewide impact. Employees are responsible for managing a major program within a large agency. Major programs managed at this level are the largest in terms of size, scope, complexity, and impact on the state. Accountable for assessing progress of programmatic achievements; identifying areas of weakness which may adversely affect operating, supportive, and service delivery capabilities; and interacting and/or consulting with a variety of individuals which includes agency personnel, state and local officials, other state agencies, outside professionals, and/or the general public. At this level, employees exercise administrative control over the activities of the program team.

Preferred Qualifications: Ability to see the connections among the discrete elements of a project, or across projects; ability to research and analyze project impact, strategic value

How to Apply: Interested applicants should submit: 1) Cover letter indicating the location(s) for which he/she is applying; 2) Resume and State of Mississippi Employment Application [MSPB Application Template](#) to recruitment@msdh.ms.gov OR apply online with Careerbuilder.com.

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.state.ms.us/>.

MSDH is an Equal Opportunity Employer

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